

DEPARTMENT OF STATE

ASSISTANT SECRETARY

September 4, 1962

IN DRAFTING REPLY TO CONGRESSIONAL INQUIRIES

Following are a half-dozen common complaints about our letters to Members of Congress:

- Not getting to the main point that is disturbing the Member of Congress or constituent, but instead giving a partial or vague reply.
- Stilted language, or indications or expertise not shared by the incoming letter.
- Not expressing regret when a reply is long overdue.
- Failure to acknowledge that a Congressional letter was addressed to the Secretary.
- Ascribing views to the Assistant Secretary rather than the Department.
- No style, color or lasting imprint.

The best way to sum up what is being sought is this statement by Joseph Pulitzer for the guidance of his newspapers:

"I must see that my readers get the truth; but that is not enough. I must put it before them briefly so that they will read it, clearly so that they will understand it, forcibly so that they will appreciate it, picturesquely so that they will remember it, and, above all, accurately...."

Thanks very much.



Frederick G. Dutton
Assistant Secretary for
Congressional Relations

State Dept. review completed